



## UNITED STATES PATENT AND TRADEMARK OFFICE

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UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/920,443	07/31/2001	Davin J. Fifield	5628

20686  
DORSEY & WHITNEY, LLP  
SUITE 4700  
370 SEVENTEENTH STREET  
DENVER, CO 80202-5647



CONFIRMATION NO. 4657

## FORMALITIES LETTER



\*OC000000006547576\*

Date Mailed: 09/13/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

## Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 355 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).*
- The oath or declaration is unsigned.
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 420.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

01/23/2002 NMOHAMM1 06000103 99920443

01 FC:201  
02 FC:205

370.00 OP  
65.00 OP

**A copy of this notice MUST be returned with the reply.**

Mail Ledger	5628.02
Docketed	9/20/01 JC
Due Date	

RECEIVED

SEP 20 2001

DORSEY &amp; WHITNEY, LLP

*Thomas A. Redlin*

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 1 - ATTORNEY/APPLICANT COPY

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PATENT  
Attorney Docket No. 5628.02  
Express Mail Label No. EV 016 646 145 US

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re the Application of:

Davin J. FIFIELD and Kevin S. KOCH

Serial No. 09/920,443

Filed: July 31, 2001

For: TRANSCRIPT MANAGEMENT SOFTWARE  
AND METHODS THEREFOR

Examiner:

GAU: 2622

**TRANSMITTAL OF MISSING PARTS**

Box MISSING PARTS  
Director – U.S. Patent and Trademark Office  
Washington, D.C. 20231

Sir:

In response to Notice to File Missing Parts of Provisional Application dated  
September 13, 2001, enclosed are the following:

1. Declaration for Patent Application (executed);
2. Thirty-two (32) Sheets Substitute Drawings;
3. Copy of Notice to File Missing Parts;
4. Petition for Two Month Extension of Time;
5. Check in the amount of \$635.00 (\$370.00 basic filing fee (small entity),  
\$200.00 fee for two month extension (small entity); and \$65.00 surcharge).

The Commissioner is hereby authorized to charge any deficiencies in the above-noted  
fees to Deposit Account No. 04-1415.

January 14, 2002

  
James A. Pinto, Reg. No. 40,774

DORSEY & WHITNEY LLP  
USPTO Customer No. 20686

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